

SAMPLE OF TWO STEP RFP SELECTION MEMO FIRST MEMO

Memorandum

TO: David Womble DHHS Purchasing
FROM: Bill
DATE: August 29, 20XX
SUBJECT: Winning Vendor and Selection Justification

Overview

DHHS is currently in the process of iteratively developing a data warehouse which will eventually encompass all divisions. The Data Warehouse currently houses information on four programs administered through Division of Social Services (DSS). The plan is to add an additional 9 programs' information to the Data Warehouse within the next year and to augment the current Operations and Maintenance function with the responsibility for enhancements. All information from the additional programs will need to be fully integrated with program information currently in the data warehouse. The DIRM-11 RFP is to provide a Data Warehouse Maintenance, Operations, and Enhancement Team to provide operational support, technical support, and the development of small enhancement projects.

Selection Process

The RFP was issued on June 1st 19xx on the internet. On June 16th 19xx a mandatory pre-proposal was held. Ten vendors attended. A copy of the attendees is attached. On June 20th 19xx a list of questions and answers were sent to all ten companies that attended the preproposal conference. On July 1st 19xx, four proposals were received.

All proposals were read in detail and evaluated according to the following criteria, which are listed in order of importance IN THE RFP:

1. Team's level of experience in all areas described in Section 2 of the scope of work
2. Demonstration of how corporate data warehousing experience contributes to project success
3. Demonstration of understanding of problem and best solution
4. Team's level of understanding of DHHS programs, data and data warehousing architecture
5. Demonstration of ability to deliver within budget and on schedule
6. Demonstration of availability of team to meet the project timeline
7. Cost

Decisions will include risk as a key element. A project with less risk will tend to drive the selection to the qualified vendor with the least cost. A project with greater risk may well result in a selection that is not the least cost. In all cases, the goal will be to select the **best value** for the state.

Selection Justification

Proposals were received from four vendors: CTG, Barns, Inc., PWD, and PAS.

CTG did not provide the required resume for one of the proposed individuals. PAS did not provide the staffing matrix that indicates which individual is proposed for each role.

The proposals are described as follows:

CTG

- Team's level of experience in all areas described in Section 2 of the scope statement is fair.
- Demonstration of how corporate data warehousing experience contributes to project success is fair.
- Demonstration of understanding of problem and best solution is fair.
- Team's level of understanding of DHHS programs, data and data warehousing architecture is poor.
- Demonstration of ability to deliver within budget and on schedule is good.
- Demonstration of availability of team to meet the project timeline is good.

Barns, Inc.

- Team's level of experience in all areas described in Section 2 of the scope statement is very good.
- Demonstration of how corporate data warehousing experience contributes to project success is very good.
- Demonstration of understanding of problem and best solution is very good.
- Team's level of understanding of DHHS programs, data and data warehousing architecture is very good.
- Demonstration of ability to deliver within budget and on schedule is good.
- Demonstration of availability of team to meet the project timeline is good.

PWD

- Team's level of experience in all areas described in Section 2 of the scope statement is good.
- Demonstration of how corporate data warehousing experience contributes to project success is good.
- Demonstration of understanding of problem and best solution is good.
- Team's level of understanding of DHHS programs, data and data warehousing architecture is very good.
- Demonstration of ability to deliver within budget and on schedule is good.
- Demonstration of availability of team to meet the project timeline is good.

PAS

- Team's level of experience in all areas described in Section 2 of the scope statement is poor.
- Demonstration of how corporate data warehousing experience contributes to project success is fair.
- Demonstration of understanding of problem and best solution is poor.
- Team's level of understanding of DHHS programs, data and data warehousing architecture is poor.
- Demonstration of ability to deliver within budget and on schedule is good.
- Demonstration of availability of team to meet the project timeline is good.

The following Cost proposals are requested to be opened. (List only vendors that met the requirements of the RFP.) Proposals of those vendors that did not meet the minimum requirements of the RFP will not be opened. The committee should be prepared to recommend low bid unless best value criteria has been used and explained in the RFP.

SECOND MEMO AFTER COST OPENED

Memorandum

TO: David Womble DHHS Purchasing
FROM: Bill
DATE: August 29, 20XX
SUBJECT: Recommended Vendor and Selection Justification

Cost

CTG	\$1,270,000
Barns, Inc.	\$1,140,000
PWD	\$2,076,000
PAS	\$2,423,200

Barns, Inc. best meets the criteria for DIRM-11, especially in providing a strong team with both the depth and breadth of required experience and proven performance in DHHS data warehousing efforts. They also had the lowest cost of the group that met all the requirements of the RFP.

The Division requests approval to contract with Barns, Inc.